

**THE WOMEN AND WORK PROGRAM AT QUEENS COLLEGE OFFERS  
FREE JOB AND LIFE SKILLS TRAINING PROGRAM FOR WOMEN**

*All classes are held in Queens, NY -- Space Is Limited*

**Classes Start on Monday, 18<sup>th</sup> April**

**Schedule: Monday through Friday\*\*From 10:00 AM to 4:00 PM**

*W&W Is an Authorized NYC Training Provider and HRA Approved*

**Applicants need:**

- ◆ To commit to the ENTIRE program
- ◆ To have a high school diploma or GED
- ◆ A working knowledge of the English language
- ◆ To be able to work legally in the United States

**Program Training Includes:**

- Computer Training: Microsoft Word, Excel, PowerPoint, Outlook and Internet (2013 programs)
- Basic Mathematical Skills
- Literacy Skills: Writing, Grammar / Punctuation, and Reading Comprehension
- Writing for Business, Creative Writing, Writing for Publications
- Personal and Professional Development
- Financial Literacy
- Cover Letters And Resumes
- Interviewing Skills
- Life-Management Skills
- Dressing For Success
- Job Placement Services
- Preparation for educational and/or vocational advancement

**Women And Work Also Provides:**

- On-site counseling and needs assessment
- Job search assistance
- Assistance with college admission forms
- Referral services

**HOW TO APPLY**

**APPLY ONLINE -- Visit our Website:** [www.qc.cuny/womenandwork](http://www.qc.cuny/womenandwork)

- Click on the “**APPLY TO W&W**” Tab
- Complete the application online and click the SUBMIT button at the end of the electronic form

**APPLY BY MAIL:**

- **Print-out** the application from the website and mail it to:  
Women and Work at Queens College, 65-30 Kissena Blvd, Queens, NY 11367

**Women and Work -- A Partnership for Empowerment**

[www.qc.cuny/womenandwork](http://www.qc.cuny/womenandwork)

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